

2020-2021 State Tutoring Checklist

Definition of Tutoring: Tutoring is individualized, supplemental, standards-based instruction. The outcome of tutoring is student academic progress, encompassing measures of both proficiency and academic gain as stated in § A.R.S. 15-241 (K).

Name of Tutor: _____

Name of School: _____ Name of District/Vendor: _____

This checklist is required to be filled out by each tutor. It must be signed, dated, and provided to the LEA/Vendor to be emailed to the State Tutoring inbox at statetutor@azed.gov in **one file** prior to the start of tutoring. Please check the boxes below and sign the bottom.

Please complete prior to the start of tutoring:

- ☐ View State Tutoring PowerPoint training. Date completed: _____
- ☐ Obtain a login and password for ADEConnect from your LEA Entity Administrator (ADE no longer issues login and passwords).
- ☐ Complete Certificate of Supplemental Instruction (CSI) for each student prior to the start of tutoring.
- ☐ Register students that are assigned to you in ADEConnect.

To be completed on a weekly basis:

- ☐ Log your hours and student hours into the State Tutoring application located in ADEConnect.
- ☐ Match student daily sign in sheets to hours in ADEConnect.
- ☐ Maintain documentation of standards-based academic progress encompassing measures of both proficiency and academic gain as stated in § A.R.S. 15-241 (K)

I, _____, understand these tasks are critical components in my role as a tutor and my signature acknowledges completion of tasks prior to tutoring and my commitment to weekly requirements.

Tutor Signature: _____ Date: _____

Provide this form to your site tutoring contact or coordinator. All State Tutoring Checklists need to be submitted to ADE at statetutor@azed.gov in **one file** from the LEA. Individual checklists will not be accepted.